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ABSTRACT

This revised edition of the cataloging manual for nonbook materials is to be used by school librarians as a resource in developing and maintaining an expanding collection of nonbook materials. Entries in the document are based on the second edition of "Anglo-American Cataloging Rules" (AACR2), and on "Guidelines for Using AACR2 Chapter 9 for Cataloging Microcomputer Software" (1984). Consistency with the American Library Association (ALA) rules and guidelines ensures compatibility with other state and national databases for future networking potential. The introduction of this document includes a definition of nonbook materials, information on classification, elements included on the catalog card and their arrangement, suggestions for processing, and definitions of nonbook formats. Individual sections for each of 20 nonbook formats cover definition; entry; publication and distribution; physical description; series statement; educational level; notes; and suggestions for processing. Formats covered are: activity cards, art prints, charts, dioramas, filmstrips, flash cards, games, globes, kits, machine readable data files, maps, microforms, models, motion pictures, realia, slides, sound recordings, study prints, transparencies, and videorecordings. (THC)

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Foreword

One of the major components of an effective school library program is that of making available to students and teachers a well-organized collection of learning resources to support instruction. As an ever-widening range of nonbook materials is made available, there is a need to provide school librarians with up-to-date information that will assist them in their efforts to provide easy access to library materials.

The most recent revision of Cataloging Manual for Nonbook Materials reflects the need for a cataloging format for all instructional materials, a format that is practical in its ease of entry for librarians and thorough in providing all necessary information for library users. Entries in the document are based on the second edition of Anglo-American Cataloging Rules (AACR2), published in 1978, and on Guidelines for Using AACR2 Chapter 9 for Cataloging Microcomputer Software, published in 1984. This consistency with the American Library Association rules and guidelines ensures compatibility with other state and national data bases for future networking potential.

School librarians are encouraged to utilize this current edition of the cataloging manual as a resource in developing and maintaining an expanding collection of nonbook materials.

Francis M. Hatanaka

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Superintendent

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Introduction

DEFINITION OF NONBOOK MATERIALS

For the purpose of this manual, the term "nonbook materials" will refer to library materials other than books, pamphlets, and periodicals. These nonbook materials are in such form that communication occurs either through audio or visual means, or both.

CLASSIFICATION

Nonbook materials are classified by the Dewey Decimal Classification scheme.

The call number includes the class number and the first letter of the main entry, disregarding an initial article in a title entry.

The symbol of the medium (e.g., FS for filmstrip) is not included as part of the call number for the following reasons:

1. The addition of the symbol may add to the confusion of library patrons.

2. The symbols used at present, J, YA, and H, all indicate location rather than types of materials. Any attempt to add another dimension to the call number is discouraged.

3. The designation will be indicated in parentheses immediately after the title. Since the name of the medium will be spelled out in full, the users of the catalog can readily identify the materials.

CATALOGING

The Anglo-American cataloging rules, second edition (American Library Association, 1978), is used as the authority for the cataloging of nonbook materials. An additional source of information includes:

Guidelines for using AACR2 Chapter 9 for cataloging microcomputer software, American Library Association, 1984.

MAIN ENTRY:

Main entry can be under either author or title. Where authorship can be clearly established, the entry is under the author. For example, writers of books and composers of music are the authors of the works they create; cartographers are the authors of their maps; and artists and photographers are the authors of the works they create. In addition, in certain cases performers are the authors of sound recordings, films, and videorecordings. When the author is unknown or cannot be determined, the main entry is under the title.

TITLE:

The official title for catalog entries is that which appears on the material itself. If an item lacks a title or if its title cannot be ascertained, an appropriate title should be supplied and enclosed in brackets. The subtitle should be included in the catalog entry. The producer's punctuation which separates main title from the subtitle should be entered. If the producer has not provided punctuation for this purpose, the main title should be separated from the subtitle by the use of a semicolon; parentheses should not be used for this purpose, since parentheses are used for other functions in the cataloging procedure.

Because of discrepancies in title between the container and the material in some works, the following order of precedence is given as a guide in determining the title:

1. The material itself, including the container when it is a part of an item, such as the box of a kit.

2. Accompanying material, such as manuals or documentation.

3. The container, where it is not an integral part of the item, and can be discarded.

4. Other sources, as publishers catalogs, with the title enclosed in brackets.

5. If no title is found, one is supplied and placed within brackets.

MEDIUM DESIGNATOR:

The type of medium is identified as follows:
(Listings of specific items may be found with the definition of a specific type of medium, e.g., filmslips will be found under filmstrips)

Activity card	Map
Art print	Microform
Chart	Model
Diorama	Motion picture
Filmstrip	Realia
Flash card	Slide
Game	Sound recordings
Globe	Study print
Kit	Transparency
Machine readable data file	Videorecording

EDITION:

When an item is revised or published as a second or subsequent version of an original title, it is referred to as an edition. Only second and subsequent editions need to be indicated.

PUBLICATION, DISTRIBUTION:

All information about the name and date of publishing, distributing, releasing, and issuing activities is recorded here.

The name of the publishing, distributing, releasing, or issuing person or body may be given in a distinctive, but shortened form.

Example: McGraw-Hill for McGraw-Hill Text-Film Division

The name is followed by the year of release or publication. A date should always be given. If a date cannot be ascertained, a probable date should be supplied as follows:

[1977?]	probable date
[197-?]	probable decade
[19--?]	probable century
[ca. 1977]	approximate date

PHYSICAL DESCRIPTION:

The physical description corresponds to the collation area on the catalog card for books. Physical characteristics necessary for the description of any one particular medium are discussed with that medium.

SERIES:

A series is a number of separate works related to one another in subject or otherwise, issued in succession, normally by an organization for the same audience, and in uniform style, with a collective title. If an item being cataloged is part of a series, the series title should be designated.

EDUCATIONAL RANGE:

The educational range can be expressed as follows:

K-3	(Kindergarten through grade three)
4-6	(Grades four through six)
7-9	(Grades seven through nine)
10-12	(Grades ten through twelve)
13+	(College and adult)
Spec. Ed.	(Special education)
Prof.	(Professional)

NOTES: (Optional)

Notes can be used to emphasize special and/or unusual features of the material, such as earlier versions and related works, credits and cast, and the need for special equipment.

CONTENT DESCRIPTION AND SUMMARY STATEMENT: (Optional)

Content descriptions should be brief, accurate and objective and should be summarized in fifty words or fewer. Emphasis should be on content.

SUBJECT HEADINGS:

The current edition of The Library of Congress subject headings is used as the basic authority for the assignment of subject headings.

FORMAT:

The following sequence of elements of catalog data is used in cataloging nonbook materials:

1. Call number
2. Title
3. Medium designator, in parentheses
4. Edition
5. Publication, distribution, and year
6. Physical description
7. Series statement
8. Educational range
9. Notes (optional)
10. Content description and summary statement (optional)
11. Subject headings

ARRANGEMENT OF ELEMENTS ON THE SHELF LIST CARD:

A sample shelf list card is given below. Optional elements may be omitted. The card may be modified to meet the individual library's needs, with the addition of copy number, price, distributor's address, or other necessary information.

```
Call
 no.     Title.  (Medium designator)  Edition.
              Publication-distribution, year.

              Physical description.  (Series)
         Educational range.




         Subject headings.
```

ARRANGEMENT OF ELEMENTS ON THE CATALOG CARD:

Sample catalog cards showing the various elements are given below. The second card under each entry omits the optional elements. The card can be further modified to the individual library's needs.

1. Author main entry card with all elements included.

Call
no. Author.
Title. (Medium designator) Edition.
Publication-distribution, year.

Physical description. (Series)
Educational range.

Notes and contents description.

Subject headings.

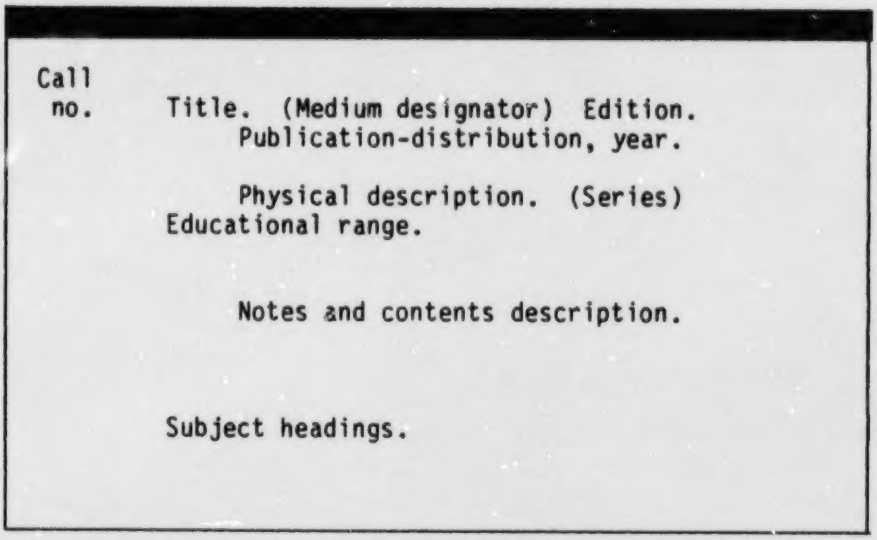
2. Author main entry card, simplified version.

Call
no. Author.
Title. (Medium designator) Edition.
Publication-distribution, year.

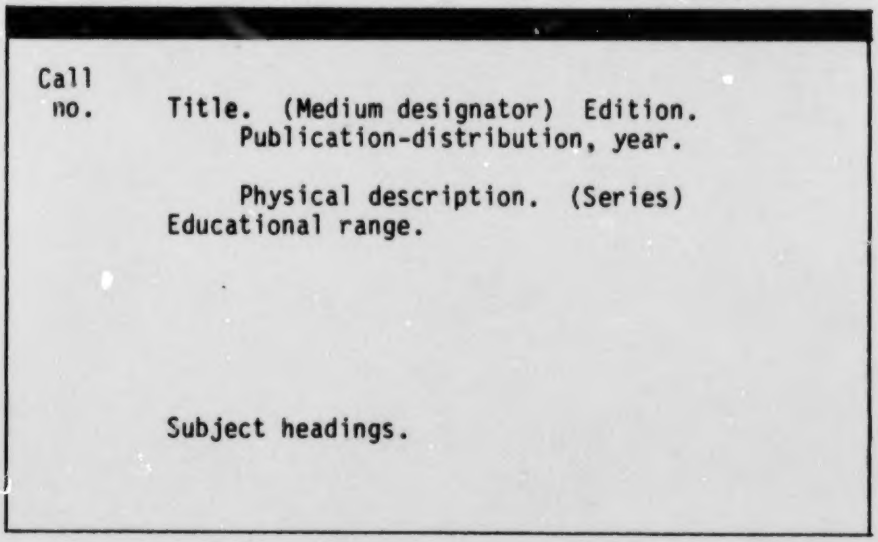
Physical description. (Series)
Educational range.

Subject headings.

3. Title main entry card with all elements included.



4. Title main entry card, simplified version.



PROCESSING

LABELS:

All items should be labeled. Where it is possible to attach a 3"x5" catalog card, a unit card can be used. For other items, 1"x3" self-adhesive labels can be attached to the items. Information on the labels should include the call number, author, title, and the media designation, if used.

782.81 Rodgers, Richard
R The sound of music.
(Sound recording)

COLORED CATALOG CARDS:

To facilitate distinction between book and nonbook materials in the card catalog, red banded catalog cards will be used for all nonbook materials.

FILING:

It is recommended that catalog cards for nonbook materials be interfiled with the cards for books in the card catalog. The shelf-list cards may be filed separately by the type of material, or they may be interfiled with the cards for books.

DEFINITIONS OF NONBOOK FORMATS:

ACTIVITY CARD: A card designed to be used for instruction, directing the user to carry out a specific task or activity.

ART PRINT: A printed reproduction of a work of art.

CHART: A sheet giving any kind of information in list, picture, table, or diagram form.

DIORAMA: A three-dimensional representation of a scene.

Film loop, see Motion picture.

FILMSTRIP: A roll of film, usually 16 mm. or 35 mm., containing a succession of images designed to be viewed frame by frame, with or without sound. Includes the following format: FILMSLIP: A short filmstrip not on a roll.

FLASH CARD: A card bearing some image, e.g., words, numbers, designed to be displayed briefly in a teaching presentation.

GAME: An item or set of items designed for competitive play according to rules and intended for recreation or instruction.

GLOBE: A sphere with a representation or a map of the earth or other planetary body. Includes the following format: RELIEF GLOBE: A globe which indicates different heights of land forms by means of a raised surface.

KIT: Two or more media which may be used separately.

MACHINE READABLE DATA FILE: A body of information or instructions designed to be decoded and processed by the central processing unit of a computer for instruction, management, data storage, or other functions.

MAP: A representation, usually on a flat surface, of areas of the earth or the heavens.

MICROFORM: A reproduction, greatly reduced in size, of alphanumeric or graphic material.

MODEL: A three-dimensional representation of a real object, either exact or to scale; a mock-up.

MOTION PICTURE: A length of film intended for continuous projection at a standard speed. It may be any of the following:

a. Silent: no sound track has been recorded on the film.
b. Sound: film has self-contained sound track.
c. 16 mm.: most widely used size currently in use.
d. 8 mm.: silent, usually contained in a cartridge (sometimes called film loop).
e. Super 8 mm.: sound, usually contained in a cartridge.

Phonodisc, see Sound recording.

Phonotape, see Sound recording.

REALIA: Actual objects; artifacts, samples, specimens.

SLIDE: An image, usually photographic, on film, glass or other transparent material, intended for projection.

SOUND RECORDING: A recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced. Includes the following formats: phonodisc, a phonograph record, which may be monaural or stereophonic, and is usually 10 or 12 inches in diameter; phonotape, sound recorded on magnetic tape.

Specimen, see Realia.

STUDY PRINT: A picture, generally with accompanying text, prepared specifically for teaching purposes.

TRANSPARENCY: An image produced on transparent material, usually 8½ x 10 in., designed for use with an overhead projector.

VIDEORECORDING: A transcription of audio and/or video signals recorded for playback through a television receiver.

ACTIVITY CARDS

Definition: A card designed to be used for instruction, directing the user to carry out a specific task or activity.

Entry: Activity cards are entered under the person or corporate body responsible for the work. If no person or body is deemed responsible, the work is entered under title.

Title: The title as given on the container or on the cards is used, followed by the designation (Activity card).

Publication, distribution: Publisher or producer and date.

Physical description: The number of individual cards.

Series statement.

Educational level.

Notes: (Optional)

Suggestions for processing: Activity cards stored in a container can have a card or label attached to the front of the container, with the school name stamped.

027
L

Libraries are for finding out: using reference books. (Activity card)
Sunburst, 1982.

24 activity cards + 24 worksheets, student and teacher record sheets, display box, teacher's guide. 4-8.

1. Library orientation

ART PRINTS

Definition: A printed reproduction of a work of art.

Entry: Art prints are entered under the artist or other person responsible for the content of the work, whether artistic or documentary. A collection of pictorial works is entered under the artist, if the material in the collection is attributable to the artist; otherwise, the entry is under the title.

Title: The name of the collection or the name of the single picture is used followed by the designation (Art print).

Publication, distribution: Publisher or producer and date.

Physical description: the number of pictures, color or black and white, and the dimensions (width and length) in inches.

Series statement.

Educational level.

Notes. (Optional)

Suggestions for processing: Art prints stored in containers can have a card pasted on the lower right hand corner, with the school name stamped. Individual prints can have the labels pasted on the reverse side of each print with the school name stamped on or near the label.

709.52
U University Prints.
Oriental art, series O; Japanese art, section III. (Art print) 1961.

150 prints. b&w. 14 x 20 cm.

1. Art, Japanese.

CHARTS

Definition: A sheet giving any kind of information in list, picture, table, or diagram form.

Entry: Charts may be cataloged individually or as a set. Charts are entered under the person or body that is deemed to be responsible for the chart. If the personal authorship is unknown, the work is entered under the title.

Title: The name of the chart is used, followed by the designation (Chart).

Publisher, distributor, etc.: Publisher or producer and date.

Physical description: The number of charts, color or black and white, and the width and length.

Series statement.

Educational level.

Contents note: Description of the chart. (Optional)

Suggestions for processing: Charts can have a label attached, with the school name stamped on or near the label.

900
I An illustrated chart showing the 5,000 years of the history of mankind. (Chart)
Book Enterprises, 1961.

1 chart. col. 70 x 87 cm.

1. Chronology, Historical - Charts.

DIORAMAS

Definition: A three-dimensional representation of a scene.

Entry: Dioramas are entered under the person or body responsible for its creation, or for its display or selection. If no person or body is deemed responsible, the work is entered under title.

Title: The title is generally taken from the box in which the diorama is stored. If the container does not include a title, the title may be taken from accompanying material such as the teacher's guide. If no title is found, one is supplied. The title is followed by the designation (Diorama).

Publication, distribution, etc.: Producer and date.

Physical description: Number of pieces and color statement.

Series statement.

Educational level.

Notes. (Optional)

Suggestions for processing: Dioramas can have a label attached, with the school name stamped on or near the label.

525.5
S Seasons - fall and winter. (Diorama)
Instructo Corp., 1972.

12 pieces. col. 4-6.

1. Autumn. 2. Winter

FILMSTRIPS

Definition: A roll of film, usually 16 mm. or 35 mm., containing a succession of images designed to be viewed frame by frame, with or without sound. Includes the following format: FILMSLIP: A short filmstrip not on a roll.

Entry: Filmstrips are entered under the title under which they are released followed by the designation (Filmstrip).

Publication, distribution, etc.:

a. The name of the publisher, distributor, etc. is given in brief form.

b. Date.

Physical description:

a. Number of filmstrips. Optional: the number of frames may be added in parentheses, after the number of filmstrips.

b. Color (col.) or black and white (b&w).

c. Width, in millimeters. (Optional)

d. Accompanying media. Accompanying cassettes, records, teacher's guide, etc. are noted. The number is indicated, if there is more than one. For cassettes and records, the running time is included, if available.

Examples of physical description:

1 filmstrip. col.
3 filmstrips. b&w.
2 filmstrips. col. + 3 discs (10 min.)
5 filmstrips. col. + 3 cassettes (32 min.), 5 teacher's guides, map.

Examples of physical description with optional features:

1 filmstrip (41 fr.) col. 35mm.
2 filmstrips (67 fr.) b&w. 35mm.

Series statement.

Educational level.

Notes:

a. Authorship statement. For locally produced materials, the creator/author may be given in Credits.

   Example: Credits: Text by John Stetson.

b. When special equipment is required for projection, this information is noted.

c. Change of title information and related version information are also noted.

Summary statement: (Optional)

The summary or annotation should describe the content accurately and objectively, and should be specific enough to serve as a basis for the assignment of subject headings.

Suggestions for processing: Filmstrips can have a label attached to the container and to accompanying materials, with the school name stamped on or near the label.

784.4
I

I know an old lady that swallowed a fly.
(Filmstrip) Listening Library, 1983.

1 filmstrip. col. + cassette (10 min.), guide. K-4.

An old folk song is presented in filmstrip format.

1. Folk-songs.

FLASH CARDS

Definition: A card bearing some image, e.g., words, numbers, designed to be displayed briefly in a teaching presentation.

Entry: Flash cards are entered under the person or corporate body responsible for the work. If no person or body is deemed responsible, the work is entered under title.

Title: The title as given on the box or on the flash cards is used, followed by the designation (Flash card).

Publication, distribution, etc.: publisher or producer and date.

Physical description: The number of individual flash cards.

Series statement.

Educational level.

Notes: (Optional)

Suggestions for processing: Flash cards stored in a unit box can have a card or label attached to the front of the box, with the school name stamped.

597
T Thomas, Frederick.
Teach me about animals; flash cards.
(Flash cards) Ferry Products, 1965.

43 flash cards. K-3.

1. Animals.

GAMES

Definition: An item or set of items designed for competitive play according to rules and intended for recreation or instruction.

Entry: Games are entered under the person responsible for the work. If no person is deemed responsible, the work is entered under title.

Title: The title or the name of the game is used, followed by the designation (Game).

Publication, distribution, etc.: Publisher or producer and date.

Physical description: Numerical list of parts of the game, color statement and other pertinent information. If a count is impractical, use the term "various pieces," e.g., 2 games (various pieces).

Series statement.

Educational level.

Note. (Optional)

Suggestions for processing: A card can be attached to the box on the lower right hand corner, if the box is large enough. Otherwise, a label can be attached to the container, with the school name stamped on or near the label.

917.3
U United States lotto. (Game) Milton Bradley Company, 1985.

6 lotto cards, 48 cover cards. 4-6.

To familiarize children with the United States and the location of the states.

1. United States.

GLOBES

Definition: A sphere with a representation or a map of the earth or other planetary body. Includes the following format: RELIEF GLOBE: A globe which indicates different heights of land forms by means of a raised surface.

Entry: Globes are entered under the person or corporate body that is primarily responsible for its informational content.

Title: The title is that which is given on the globe, which usually describes the type, as physical-political or pictorial relief followed by the designation (Globe).

Publication, distribution, etc.: Publisher or manufacturer and date.

Physical description: Number of globes, color statement, and diameter are given. The word relief is inserted when the globe has a raised surface (e.g., 1 relief globe).

Series statement.

Notes. (Optional)

The materials of which a globe is made and its method of support or display are noted when significant:

Printed on plastic, designed to be inflated.
Fixed globe wired for internal lighting.

Suggestions for processing: A globe can have a label attached, with the school name stamped.

912
V Visual relief globe (Globe) Denoyer-Geppert, [1979?]

1 globe. col. 40 cm. in diameter.

1. Globes.

KITS

Definition: Two or more media which may be used separately.

Entry: Kits are entered under author where the author has been responsible for the creation of the kit as a whole. If each component has a different author, or if authorship of the kit as a whole cannot be established, enter under the title.

Title: The title is used as given on the container in which the various materials are packaged, followed by the designation (Kit).

Publication, distribution, etc.: Sponsor or manufacturer and date.

Physical description: The media are listed, together with the number of items in each medium.

Series statement.

Educational level.

Notes. (Optional)

Suggestions for processing: Kits in box containers can have a card or label attached to the container. If the box is large enough to accommodate a card, the card can be pasted in the lower right hand corner with the school name stamped on or near the card or label. Kits that are not boxed can be placed in containers. Each item in the kit may be labeled.

595.7
B Butterflies. (Kit) National Geographic, 1983.

1 cassette, activity sheets, 30 booklets, teacher's guide. K-3.

Presents information about butterflies and their life cycle.

1. Butterflies.

MACHINE READABLE DATA FILE

Definition: A body of information or instructions designed to be decoded and processed by the central processing unit of a computer for instruction, management, data storage, or other functions.

Entry: Files are entered under the person or corporate body responsible for the work. If no person or body is deemed responsible, the work is entered under title.

Title: The title as found internally is used, followed by the designation (Machine readable data file).

Edition: The edition/version may be added when a statement of change has been indicated.

Publication, distribution, etc.: Publisher or producer and date.

Physical description:

a. Number of program files or data files followed by the physical medium. The following information, if found in the accompanying documentation or internal information, is included in parentheses between the number of files and the physical medium:

   1) the number of records in the files.

   2) programming language if specifically identified.

   3) information about the name, model, and number(s) of the machine on which the program is designed to run.

b. An indication if the file produces sound (sd.) or displays in color (col.)

c. Dimensions, if the physical carrier is a disk.

d. Accompanying materials, including documentation, teacher's guide.

Examples of physical description:

3 program files (TRS-80 Model I/II) on 1 computer disk: col.; 5¼ in. + guide.

1 program file (PASCAL, Apple IIe) on 1 computer disk; 5¼ in. + 1 data file (120 logical records) + user's guide.

1 program file (Atari 800) in 1 computer chip cartridge : sd., col. + guide.

1 data file (642 logical records, Commodore 64) in 1 computer cassette + 1 program file.

Series statement.

Educational level.

Notes: Information about the equipment on which the software runs (unless provided in the physical description); amount of memory; operating system; the kind and characteristics of peripherals needed, e.g., dual disk drive, hard disk drives, pushbutton joysticks. All information except for the first item is preceded by the phrase "System requirements:" The notes are designed to provide information required for effective use of the file . The data, if available, may be taken from accompanying materials.

Examples of notes:

Also runs on: Apple IIe with 48 bytes RAM and an Applesoft BASIC firmware card.

System requirements: 64K; color card.

System requirements: 64K; DOS 2.3; uses 1 to 4 disk drives.

Summary statement: (Optional)

The summary or annotation should describe the content accurately and objectively, and should be specific enough to serve as a basis for the assignment of subject headings.

Suggestions for processing: Files stored in a container may have a card or label attached to the front of the container, with the school name stamped. Others may have a label attached to the file or to the documentation, with the school name stamped on or near the label.

Care should be taken to avoid damaging the disk in storage. Disks housed in a binder should be placed away from the rings of the binder to avoid creasing. The disk should be kept in the original, anti-static envelope.

025.6
L

Library processes systems. (Machine readable data file) Version 2.1. Educomp, 1981.

1 program file (TRS-80 Model I) on 1 computer disk; 5¼ in. + guide. Prof.

System requirements: 2 disk drives.

1. Library - automation.

MAPS

Definition: A representation, usually on a flat surface, of areas of the earth or the heavens.

Entry: Maps are entered under the person or corporate body that is primarily responsible for its informational content.

Title: The title is that which is given on the map, followed by the designation (Map).

a. If two or more titles are given on the face of the map, preference is given to:

1) the most appropriate title;
2) the title within the border of the map;
3) the title in the margin.

b. The title for a composite set of maps is taken from the latest sheet.

c. If no title appears on the map, a title is supplied.

Publication, distribution, etc.: Publisher and date.

Physical description: The number of maps, color statement, and the dimensions.

Series statement.

Educational level.

Notes: (Optional)

a. Scale: The word "Scale" is followed by the representative fraction, expressed as a ratio.

Example: Scale: 1:62,000

b. If the scale cannot be computed, or if a map is not drawn to scale, this fact may be noted.

Example: Scale not given.
Not drawn to scale.

c. Other supplementary notes.

Suggestions for processing: Maps can have a label attached to the back, with the school name stamped on it.

912
S State of Hawaii. (Map) Bess Press, 1983.

1 map. col. 42 x 56 in. K-12.

Shows the state of Hawaii in a topographical format.

1. Hawaiian Islands - Maps.

30

MICROFORMS

Definition: A reproduction, greatly reduced in size, of alphanumeric or graphic material. It may be in any of the following formats: microfiche, microfilm, micro-opaque, or aperture card.

Entry: The entry for microforms is the same as the entry for the work in the original. Original works in microform are entered under the author when authorship can be clearly established. When authorship cannot be clearly established, works are entered under title.

Title: The title is taken from the microform itself, followed by the designation (Microform).

Publication, distribution, etc.: Producer and date.

Physical description: Number of items and dimensions. For microfilms, the diameter can be given if it is other than 3 inches. The width is given in millimeters.

Examples of physical description:

1 reel. 16 mm.
1 reel. 5 in. 16 mm.
1 cartridge. 35 mm.
1 fiche. 10 x 15 cm.
20 aperture cards. 9 x 19 cm.

Series statement.

Notes: Additional information of the physical properties of the work, or of the special equipment needed to read the microform can be given.

Examples: For Readex Microprint reader.
Requires Information Design reader.

Suggestions for processing: Microforms can have a label attached to the file box or reel box, with the school name stamped.

070
N

The newsbank library. (Microform)
Newsbank, [198-?]

Fiches. 10 x 15 cm. + indexes. 9-12.
A newspaper index of important social, political, and economic issues derived from 12 U. S. newspapers in all 50 states.

1. Newspapers.

MODELS

Definition: A three-dimensional representation of a real object, either exact or to scale; a mock-up.

Entry: A model is entered under the person or body responsible for its creation.

Title: If a specific title appears, it is used; otherwise, a name is given to the model followed by the designation (Model).

Publication, distribution, etc.: Producer and date.

Physical description: A list of the separate parts of the model are listed. If there is a guide, this should be listed. If the parts are too numerous to list, give the number of pieces (e.g., 9 pieces).

Series statement.

Educational level.

Notes. (Optional)

Suggestions for processing: Models can have a label attached, with the school name stamped.

612.8
N Nystrom Biological Model Company.
Human ear model, no. 113. (Model) 1971.

1 ear, 1 eardrum, 1 cochlea and semicircular canals, + guide. K-3.

1. Ear. I. Title.

MOTION PICTURES

Definition: A length of film intended for continuous projection at a standard speed. It may be any of the following:

a. Silent: no sound track has been recorded on the film.
b. Sound: film has self-contained sound track.
c. 16 mm.: most widely used size currently in use.
d. 8 mm.: silent, usually contained in a cartridge (sometimes called film loop).
e. Super 8 mm.: sound, usually contained in a cartridge.

Entry: Motion pictures are entered under the title which they are released, followed by the designation (Motion picture).

Publication, distribution, etc.

a. The name of the publisher, distributor, or releasing agency is given in brief form.

b. Date.

Physical description:

a. Number of cartridges, cassettes, reels, or loop.
b. Length. The running time in minutes.
c. Sound (sd.) or silent (si.).
d. Color (col.) or black and white (b&w).
e. Width. In millimeters (mm.). Specify super 8 mm. film as "super 8mm."
f. Accompanying materials, such as teacher's manual.

Examples:

1 reel. 12 min. sd. col. 16 mm.
1 cartridge. 4 min. b&w. Super 8 mm.

Series statement.

Educational level.

Notes:

a. Authorship statement. For locally produced materials, the creator/author may be given in Credits.

Example: Credits: Text by John Stetson.

b. When special equipment is required for projection, this information is noted.

c. Change of title information and related version information are also noted.

Summary statement: (Optional)

The summary or annotation should describe the content accurately and objectively, and should be specific enough to serve as a basis for the assignment of subject headings.

Suggestions for processing: Motion pictures can have a label attached to the reel or cartridge, with the school name stamped on the label.

745.5922
B Baby Boo nighttime. (Motion picture)
De Luxe Reading Corp., 1965.

1 reel. 25 min. sd. col. 16 mm. K-3.

Demonstrates the features of the Baby Boo doll made by Topper Toys.

1. Dolls. I. De Luxe Reading Corporations.

REALIA

Definition: Actual objects; artifacts, samples, specimens.

Entry: Realia is entered under the person responsible for its selection or display. If no person is deemed responsible, the work is entered under title.

Title: The title is that appearing on the specimen. When a title is not available, a title is supplied which identifies the specimen. The designation (Realia) is placed immediately after the title.

Publication, distribution, etc.: Manufacturer or producer and the date. When realia has been collected rather than purchased, the date of collection and place of discovery substitute for the usual imprint.

Physical description: The number and kinds of items.

Series statement.

Educational level.

Notes. (Optional)

Suggestions for processing: A label can be attached to the specimen or its container, with the school name stamped on it.

552
W Washington school rock collection, No. 7070. (Realia) W.M. Welch Scientific Co., 1965.

40 specimens. 4-6.

Examples of a wide variety of rocks, some polished.

1. Rocks.

SLIDES

Definition: An image, usually photographic, on film, glass or other transparent material, intended for projection.

Entry: Slides may be cataloged as a set or individually. Slides are entered under an individual deemed to be responsible for the slide. If no person is deemed responsible, the work is entered under title.

Title: Record the title as supplied on the slide. If no title is given, one is supplied. The designation (Slide) is placed in parentheses after the title.

Publication, distribution, etc.: Name of the company or producer followed by the date of release or production.

Physical description:

a. The number of slides in the set.

b. Color (col.) or black and white (b&w).

c. Size, in inches.

d. Accompanying media. Accompanying cassettes, records, teacher's guide, are noted. The number is indicated if there is more than one. For cassettes and records, the running time is included, if available.

Examples of physical description:

32 slides, col. 2" x 2".
120 slides. col. 2" x 2" + 2 cassettes (30 min.), guide.

Series statement.

Educational level.

Notes. (Optional)

Suggestions for processing: A label can be attached to the container holding the slides, with the school name stamped on it. Individual slides in a container may be sequentially numbered.

616.994
C Cells out of control: The causes of cancer.
(Slide) Science and Mankind, 1980.

160 slides, col. 2" x 2" + 2 discs,
2 cassettes (43 min.), guide. 10-12.

1. Cancer.

SOUND RECORDINGS

Scope and definition: This section deals with two types of aural records: phonodiscs and phonotapes. A phonodisc may be monaural or stereophonic and is usually 10 or 12 inches in diameter. The most common speed is 33 1/3 revolutions per minute. Other speeds sometimes used are 78 and 45 revolutions per minute. A phonotape is sound recorded on magnetic tape.

Entry:

a. Single works, excerpts, and two or more works by the same person. The entry for a recording for a work is the same as the entry for the same material in its visual form. Entry, therefore, is under the name of the individual responsible for the content, e.g., author, composer, or editor.

b. Collections with collective titles:

1) For works by two or more different persons performed by one person, the entry is under the principal performer.

2) For works by two or more different persons performed by different performers, the entry is under title.

c. Collections without collective title: The entry is under the first work listed. Other works are named in a "Also contains" note. The other works are traced.

Title: The title may be taken from the label or the cover of the album. The designation (Sound recording) follows the title.

Publication, distribution, etc.: Publisher and the date of release.

Physical description:

a. For phonodiscs: The number of discs or albums, the revolution per minute, and the diameter to the nearest inch (in. or ").

Examples: 1 disc. 33 1/3 rpm. 12 in.
6 discs. 78 rpm. 12 in.

b. For phonotapes: The number of cassettes, cartridges, or reels.

Examples: 4 cassettes.
1 cartridge.
2 reels.

c. Optional: The total playing time may be given in minutes.

Examples: 1 disc. (20 min.) 33 1/3 rpm. 12 in.
1 cassette. (30 min.)

Series statement.

Educational level.

Suggestions for processing:

a. For phonodiscs: A card can be attached to the lower right hand corner of the record jacket, with the school name stamped.

b. For phonotapes: A label can be attached to the cassette, with the school name stamped.

808.245
N Newhart, Robert, 1920-
This is it! by Bob Newhart. (Sound recording) Warner Bros. 1967.

1 disc. 33 1/3 rpm. 12 in.

Humorous monologues performed by the author.

1. Monologues. I. Title.

331.62
C Chinese Americans. (Sound recording)
Educational Design, 1973.

1 cassette (20 min.) 9-12.

Highlights reasons for Chinese immigration, the work done by Chinese on American railroads, the occupational patterns they followed.

1. Chinese in the United States.

785.062
B Brahms, Johannes, 1833-1897.
Piano concerto no. 2 in B flat major, op. 90. (Sound recording) Classical Cassette Club CCC-18, [1960?]
1 cassette.
ALSO CONTAINS: Beethoven, L. Contretanze, orchestra.

1. Concertos (Piano) 2. Symphonies.
I. Brahms, Johannes, 1833-1897. Symphony, no. 3, op. 90, F major.
II. Beethoven, Ludwig van, 1770-1827. Contretanze, orchestra.

STUDY PRINTS

Definition: A picture, generally with accompanying text, prepared specifically for teaching purposes.

Entry: Study prints are entered under the artist or other person responsible for the content of the work, otherwise under the title.

Title: The name of the study print is used followed by the designation (Study print).

Publication, distribution, etc.: Publisher or manufacturer and date.

Physical description: Number of prints, color statement, and dimensions (width and length).

Series statement.

Educational level.

Notes. (Optional)

Suggestions for processing: Study prints stored in containers can have a card pasted on the lower right hand corner, with the school name stamped. Individual prints may have labels pasted on the reverse side, with the school name stamped.

770
A All purpose photo library, set 2. (Study print) Developmental Learning Materials, 1982.

314 photos. col. 6 3/4 x 8 3/4 in. + group and question cards, teacher's guide. K-3.

Provides a collection of cards organized into sixteen subject categories.

1. Photographs.

TRANSPARENCIES

Definition: An image produced on transparent material, usually 8 1/2 x 10 in., designed for use with an overhead projector.

Entry: Transparencies may be cataloged as a set or individually. Transparencies are entered under the individual deemed to be responsible for the work. If no person is deemed responsible, the work is entered under title.

Title: The name of the transparency is used followed by the designation (Transparency).

Publication, distribution, etc.: Name of the company or producer and date of release or production.

Physical description:

a. Number of transparencies in the set.
b. Number of overlays, in parentheses following the number of transparencies, e.g., 3 transparencies (5 overlays each).
c. Color statement.
d. Size.

Series statement.

Educational level.

Notes. (Optional)

Suggestions for processing: Transparencies can have a label attached, with the school name stamped.

674
E Evaluation of wood strength properties: the key to wiser structural use of wood. (Transparency) DCA Educational Products, 1969.

1 transparency. col. 25 x 30 cm.

1. Wood.

VIDEORECORDINGS

Definition: A transcription of audio and/or video signals recorded for playback through a television receiver. It may be in any of the following formats: reel, cassette, cartridge or disc.

Entry: Videorecords are entered under the title, since they are usually identified by title, and the extent of collaborative contribution makes it difficult to attribute to one person or corporate body the overall responsibility for the creation of the work. A videorecording issued in a set or series (e.g., United States history series) is entered under its own title, and an added entry for the series is made. The title is followed by the designation (Videorecording).

Publication, distribution, etc.: Publisher or producer and date.

Physical description:

a. Number of units (reels, cassettes, cartridges, or discs).
b. Running time in minutes.
c. Sound or silent.
d. Color statement.
e. Width of tape in inches.
f. For videodiscs, give the playing speed in revolutions per minute (rpm), e.g., 1 disc. 4 min. sd. col. 1500 rpm. 8 in.

Series statement.

Educational level.

Notes: Authorship statement: For locally produced materials, the creator/author may be given in Credits.

Example: Credits: Text by John Stetson.

Suggestions for processing: Videorecords can have a label on the reel, disc, or cassette with the school name included.

651.89
H How to use your Apple IIe in 10 easy video lessons. (Videorecording) Kennen, 1982.

1 cassette. sd. col. Beta II or VHS. (4 hrs.), 7-12.

Gives a step-by-step explanation of the operation of an Apple IIe computer.

1. Microcomputers.